



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 116

TO: School District Superintendents

FROM: Sean Moore, Hathaway Scholarship Consultant
Standards, Assessment and Accountability Unit

DATE: August 22, 2008

SUBJECT: ACT and WorkKeys for Wyoming State Testing: Online Registration Process

TIME SENSITIVE MATERIAL

State statute §21-2-202(a)(xxx) states that all eleventh grade students in the state of Wyoming must participate in ACT or WorkKeys testing. The Spring 2009 tests will be administered on Tuesday, March 10, 2009, with a make-up test day on Tuesday, March 24, 2009. To facilitate this process, there are critical deadlines that each participating Wyoming high school needs to meet from **September 12 through September 26, 2008** (please see the chart on page 2 of this memo).

This year, Wyoming high schools have been selected to participate in a pilot ACT/WorkKeys test project that will allow Wyoming high schools to establish themselves as a participating online portal system school, as well as to establish key testing staff with online profiles. This will greatly reduce the amount of paperwork and faxing between ACT and Wyoming high schools.

High school principals in your district will work with ACT to setup an online account. Each high school principal will receive an email from ACT with a designated username and password for their school. This will allow each high school principal to submit their high school's information. An ACT/WorkKeys information packet will be sent out to all Wyoming high schools during the week of August 25, 2008.

Once high school principals have received the information packet from ACT, they will need to designate key testing staff that will fulfill the roles of (1) Test Supervisor, (2) Back-up Test Supervisor and (3) Test Accommodations Coordinator. ACT will then create online accounts for those designees; once these online accounts are set up, ACT will contact key testing staff by email. Then the designated staff will be prompted to go to the ACT State Testing Services website and submit their own online profile information.

Dates to Remember
Week of August 25, 2008 Principals receive informational packets from ACT.
September 12, 2008 Deadline for principals to submit designated key testing staff information online.
September 19, 2008 ACT emails online user information to all (1) Test Supervisors, (2) Back-up Test Supervisors, and (3) Test Accommodation Coordinators.
September 26, 2008 Deadline for (1) Test Supervisors, (2) Back-up Test Supervisors, and (3) Test Accommodation Coordinators to complete online profiles.

Note: This ACT/WorkKeys online process, as well as the establishment of designated testing staff is separate from any process used by the Wyoming PAWS assessment program.

We hope that the ACT Online Profile system proves to be a positive experience and contributes to a smooth and successful Spring 2009 ACT/WorkKeys testing cycle.

If you have questions about the statewide administration of the ACT or WorkKeys, please contact ACT at (800) 553-6244 ext. 2800, or by e-mail at wyotest@act.org. You may also contact Sean Moore at (307) 777-8595, or by e-mail at smoore@educ.state.wy.us.

Thank you in advance for your assistance in facilitating the new Spring 2009 ACT/WorkKeys online registration process.

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cc: High School Principals
High School Counselors
PAWS Coordinators
Curriculum Coordinators